



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

TEMPORARY FINANCIAL ASSISTANT - PAYROLL CLERK TREASURER

POSTING DATE: February 28, 2014

RATE OF PAY: \$17.00

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: Open Until Fill

POSITION STATUS: Temporary (6 – 12 Months)

CLASSIFICATION GRADE: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for performing Payroll technical and administrative accounting work

ESSENTIAL FUNCTIONS:

- Maintain employee & retiree files including but not limited to: total hours, changes in name or address, salary changes, exemptions and insurance, maintenance of leave records to include sick & vacation.
- Prepare and verify weekly/monthly payrolls for various city departments, retirees & employees on permanent disability; disburse paychecks.
- Process accounts payable checks related to mandatory & voluntary employee deductions.
- Prepare and execute ACH, EFT & Wire transfers for City Departments, BED and school as needed for taxes, direct deposits and net payroll.
- Prepare and process exception payments.
- Process retroactive pay increases as necessary.
- Produce reports using Excel or other reporting tools as required.
- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School diploma with three (3) years of direct payroll related experience required.
- Associates or Bachelor's Degree in accounting preferred.
- Experience in multiple policy, and multi-departmental environments is preferred.
- Experience in a payroll computer environment required.
- Advanced knowledge and ability to use spreadsheet, accounting, database management and word processing computer software required.
- Ability to type 45 wpm accurately.
- Excellent written and verbal communication required.
- Ability to work in a team environment.
- Ability to communicate effectively both orally and in writing.
- Initiative, creativity, and attention to detail required.
- Proven experience in consistency in meeting deadlines and working under pressure required.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.